



AMERICAN LEGION AUXILIARY

In the Spirit of Service Not Self for Our Veterans, God and Country

Department of Alaska
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DEPARTMENT EXECUTIVE COMMITTEE MEETING MINUTES OCTOBER 6, 2013

President Marge Blankenship called the Department Executive Committee meeting to order at Jack Henry Post 1 on Sunday, October 6, 2013 at 8:41a.m.

Past Department President Jean Shandy led the meeting in Prayer. First Vice President Penny Mazonna led the Pledge of Allegiance. Second Vice President Sharon Cherrette led the Preamble.

ROLL CALL

OFFICERS	NAME	P	A	E	TOTALS
PRESIDENT	MARGE BLANKENSHIP	X			
1ST VICE PRESIDENT	PENNY MAZONNA	X			
2ND VICE PRESIDENT	SHARON CHERRETTE	X			
SEC./TREAS	LINDA SCHMITT	X			
CHAPLAIN	BARBE WOLKOFF			X	
HISTORIAN	SUSAN WALDHAUS	X			
SGT-AT-ARMS	DORIS THOMAS	X			
EXECUTIVE COMMITTEEWOMEN	DEBBIE GILCHRIST	X			
	COLLEEN NEWMAN	X			

TOTAL OFFICERS 8

STANDING COMMITTEES

AMERICANISM	BETTY RANDALL	X
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AUDIT	LINDA GUNVALSON	X		
AUXILIARY EMERGENCY FUND	KATHY MOORE	X		
CAVALCADE OF MEMORIES	SUSAN WALDHAUS	X		
CHILDREN AND YOUTH	SUSAN WALDHAUS	X		
COMMUNITY SERVICE	BARBE WOLKOFF		X	
CONSTITUTION AND BYLAWS	LAVONNE COLLIER	X		
DISTINGUISHED GUEST	GLORIA GARRETT	X		
EDUCATION	LORI FITZSIMONS	X		
FINANCE	JEAN SHANDY	X		
GIRLS STATE	DIANA ESTRADA	X		
JUNIOR ACTIVITIES	WENDY MENDEZ		X	
LEADERSHIP	EVA AULSTON	X		
LEGISLATIVE	SHARON CHERRETTE	X		
MEMBERSHIP	SHARON CHERRETTE	X		
NATIONAL SECURITY	SUE DIAZ	X		
PAST PRESIDENT PARLEY	BEVERLY EADS		X	
POPPY	LINDA GUNVALSON	X		
PUBLIC RELATIONS	LEONA SCHANK		X	
VETERANS AFFAIRS AND REHABILITATION	PENNY MAZONNA	X		

TOTAL STANDING COMMITTEES

16

UNITS	P	A	E	TOTALS
JACK HENRY	UNIT 1	X		
KETCHIKAN	UNIT 3		X	
SEWARD	UNIT 5	X		
MERLIN ELMER PALMER	UNIT 6		X	
DORMAN H. BAKER	UNIT 11		X	
LYNN CANAL	UNIT 12		X	
SITKA	UNIT 13		X	
MAT. VALLEY	UNIT 15		X	
GENERAL BUCKNER	UNIT 16	X		
ROBERT G. BLAIR	UNIT 17	X		
NINILCHIK	UNIT 18	X		
NOME	UNIT 19		X	
GEO. H. PLUMLEY MEM.	UNIT 20	X		
GLADYS M. HEINTZ MEM.	UNIT 27		X	
SPENARD	UNIT 28	X		
MULDOON	UNIT 29	X		
CON MILLER	UNIT 30		X	
PETERS CREEK	UNIT 33	X		
CHAPPIE JAMES	UNIT 34		X	
SUSITNA VALLEY	UNIT 35	X		
C. RUSSELL HUBER	UNIT 57	X		

TOTAL UNITS

11

PAST DEPARTMENT PRESIDENTS

	P	A	E	TOTALS
LYNN BASH		X		
CAROLYN NULL		X		
SUSAN CASWELL	X			
LAVONNE COLLIER	X			
BETTY RANDALL	X			
JILL PAWSON		X		
LISA WILLIAMSON	X			
JEAN CLAYTON		X		
REHTA FOSTER		X		
JEAN SHANDY	X			
FRANCISCA GUILFORD		X		
LINDA GUNVALSON	X			
EVA AULSTON	X			
JUDY PUSTI		X		
BETTY PORTER		X		
SUE CHERRIER		X		
LORI FITZSIMMONS	X			
JUNE HAAS		X		
SUE DIAZ	X			
BEVERLY EADS		X		

TOTAL PDP'S

9

Susan Caswell made a motion that the minutes be approved as mailed out. The motion was seconded. Motion approved.

TREASURERS FINANCIAL REPORT

Treasurer Linda Schmitt reported the following balances:

Gaming - \$37,301.26
General Checking – \$24,653.90
Girls State - \$6,665.15
Rehabilitation - \$2,754.34

COMMUNICATIONS

- Thank you cards from Miranda Beach of Homer and Laura McGinnis of Ninilchik for choosing them as scholarship recipients. Miranda received the Aggie Parks Scholarship of \$1,000.00 and Laura McGinnis received the Marilyn Stock scholarship of \$750.00.
- American Legion Department of Alaska, Certificate of Appreciation for donating to the Hospitality Suite at National Convention and for our continued support.
- Letter from National Headquarters financial representative Tim Bresnehan regarding a new form for making donations to National. This will allow National Headquarters to be sure of where you would like your donations to go. i.e. National Emergency Fund, Scholarship Fund (which scholarship) etc.
- Newsletter from Western Division National Vice President Ginger Cox. Waiting for approval from National.
- Kris Nelson Public Relations and Awareness Campaign.
- Marge received thank you card from Candace Mauldin, who attended Girls Nation.

UNFINISHED BUSINESS

Legislative Chairman Ratification

Susan Caswell made a motion to ratify Sharon Cherrette as Department Legislative Chairman. The motion was seconded. Motion approved.

Poppies - Linda Gunvalson, Poppy Chairman

The question before the meeting is, how much to charge the Units for the poppies and how much of a stipend to pay the veterans at the Domiciliary for making the poppies. Linda Schmitt clarified that Department ordered enough poppy kits to make 35,000 poppies at a total cost of \$1,750.00. This works out to a cost of \$.20 per poppy for just the materials to make one poppy. Linda Gunvalson reported that the Units had been paying \$90.00 for 1000 poppies. Linda Schmitt clarified that prior to this past year we were buying our poppies from the Department of Oregon for \$100.00 per 1000 poppies. Linda S. reminded the body to figure into the cost of the poppies the amount of postage to mail the poppies to the Units. Only veterans can be paid to make poppies. The labels that are attached to the poppies currently read "Handmade by a Veteran." In order for anyone else to make poppies, the label has to be changed. This labeling issue has to be brought before National Headquarters for resolution. Linda Gunvalson clarified that the poppies being made currently at the Domiciliary would satisfy the Unit requirements for poppies for 2014. If the Department needs more poppies than the 35,000 ordered, we will buy any extra poppies needed from Oregon. Lisa suggests that someone write a resolution to send to National requesting two different tags for the poppies. One label would still state "Handmade by a Veteran" and one would state that the poppy was made to support our veterans.

Susan Caswell made a motion to pay the veterans making poppies at the Domiciliary a stipend of \$.15 per poppy. The motion was seconded. Discussion ensued. Sue withdrew her motion.

Lisa Williamson made a motion to pay veterans not at the Domiciliary a \$.05 per poppy stipend. This would amount to \$50.00 per 1000. The motion was seconded. The vote required a standing count as being too close to call. The standing vote was 20 in favor of the motion and 9 opposed. Motion approved.

Lisa made a motion to donate \$1,500.00 to the Domiciliary Rehabilitation Program in lieu of paying the veterans enrolled in the program there individually due to the nature of the program at that facility. The motion was seconded. Motion approved.

Susan Caswell made a motion to charge the Units \$100.00 per 1,000 poppies. The motion was seconded. Motion approved.

VAVS Deputies Ratification

Susan Diaz made a motion to ratify the new VAVS Deputies Melissa Edwards of Unit 57 for the Interior and Jean Shandy of Unit 18 for the Peninsula. The motion was seconded. Motion approved.

Gift Shop Guidelines – Peggy Bateman

Peggy Bateman brought copies of the guidelines for the Christmas Gift Shops that she was requested to create at Department Convention in April. Please see the attached guidelines made a part of these minutes.

Lavonne Collier made a motion for Carolyn Null to provide the stockings for the patients at JBER. The motion was seconded. Motion approved.

Susan Caswell made a motion to let Lisa Williamson handle securing the items for the Fairbanks Gift Shop from Mary Dew, last years' Fairbanks Gift Shop Chairman. The motion was seconded. Motion approved.

Girls State

Diana Estrada made a motion for Department to pay \$287.88 to Debra Henderson for maintaining the Girls State Web site. The motion was seconded. Motion approved.

Dee Thomas asked for clarification in that the Girls State delegates cannot make poppies at Girls State this year. Sue Coup made a motion to allow the girls state delegates to make poppies at the 2014 Girls State program but without any labels. These poppies would be saved for 2015 and would be labeled at that time. The motion was seconded. Motion approved.

Sue Diaz made a motion to provide the girls state delegates a certificate and a poppy pin for making poppies at Girls State. The motion was seconded. The vote required a standing count. The count was 10 in favor and 17 opposed. The motion failed.

Linda Schmitt made a motion to provide the girls state delegates with a Certificate of Appreciation for participating in making poppies at Girls State. The motion was seconded. Motion approved.

Donations

Lisa Williamson made a motion to donate \$250.00 to Linda Smith and \$500.00 to Holy Rosary Academy for helping Jack Henry Unit 1 to serve our Workshop and DEC Meeting the last two days. Funds to come out of the Gaming account. The motion was seconded. Motion approved.

Lisa Williamson made a motion to donate \$1,000.00 from the Gaming account to the American Cancer Society for Christie Hill to participate in the Polar Bear Plunge in Seward this year. The motion was seconded. Motion approved.

Lisa Williamson made a motion to donate \$3,000.00 from the Gaming account to Girls State for the purchase of groceries for the 2014 session. The motion was seconded. Motion approved.

Lisa Williamson made a motion to donate \$200.00 from Gaming to Deb Henderson for making the Christmas stockings for the Domiciliary Gift Shop and JBER. The motion was seconded. Motion approved.

Linda Schmitt made a motion to donate \$500.00 each from Gaming to the Women Veterans Project and the Creative Arts Festival. The motion was seconded. Motion approved.

Lisa Williamson made a motion to donate \$500.00 each from Gaming to the Fairbanks and Wasilla Honor Flights. The motion was seconded. Motion approved.

Lisa Williamson made a motion to donate from the General fund \$500.00 to the National Auxiliary Emergency Fund. The motion was seconded. Motion approved.

Lisa Williamson made a motion to donate \$1,000.00 from the General fund to the National President's Veterans Rehabilitation Project. The motion was seconded. Motion approved.

Linda Gunvalson made a motion for the Department Presidents travel to and from Girls State to be paid out of the President's Travel Fund. The motion was seconded. Motion approved.

ANNOUNCEMENTS

Western Division National Vice President Ginger Cox will be visiting the American Legion Auxiliary Department of Alaska for the Domiciliary Gift Shop on Saturday, December 7, 2013 pending approval from National Headquarters. She will also welcome an invitation to Unit 15 and Unit 35 as they are having their visitations on the same weekend. More details will be forthcoming pending the approval.

Jackie Kalnosky of Seward Unit 5 announced that Seward and Wasilla Honor Flight would be transporting 25 WWII Veterans to Washington D.C. to visit the WWII Memorial from October 22-26, 2013. She invited everyone to meet the veterans upon their return to Anchorage at noon on October 26th at the Ted Stevens International Airport.

Sue Waldhaus announced that Past Department President Rehta Foster had suffered a stroke following her return from National Convention. She requested that everyone sign a get well card to be sent to Rehta.

Anne Foley Unit President of Jack Henry Unit 1 announced the Silver Tea being held on Saturday, November 2nd from 1-4pm and invited all to attend.

Meeting adjourned at 11:15p.m.

Respectfully submitted,
Linda A. Schmitt
American Legion Auxiliary
Department of Alaska
Secretary/Treasurer

GUIDELINES FOR THE CHRISTMAS GIFT SHOP

1. The Christmas Gift Shop will be held the first Saturday in December, starting at 10 a.m.
2. The Veterans Gift Form will be delivered to the Domiciliary no later than November 1st, to allow enough time to get out to all the Dom. Programs.
3. They will be picked up no earlier than the Friday before Thanksgiving and no later than the Monday before Thanksgiving.
4. A resident of the Domiciliary or a participant in the VA after Care program and sometimes even on the waiting list for a bed may shop at the gift shop.
5. The Veteran will fill out the form for an immediate family member, spouse, parent, siblings, children to include step children and grandchildren. There are always exceptions, one year a Veteran had no family but he had a cat as his family.
(There are always exceptions, a veteran's ex- spouse is not eligible, but that is the only family member they list for a gift and the VA says yes that person is very active in their life.)
6. Remind the VA Rep that it is up to them to make sure the Veteran fills out the form correctly and has legitimate recipients on the form, since they know them. Ex. They list the person as wife, but they are not married. We would not know that info, but they do.
7. If there is any questions about any forms filled out respond to the VA person who sent it with any questions. Sometimes it will still require a call to the Veteran.
8. No outside person may come in to help the Veteran shop, we have volunteers that come that day to help and it gets a little confusing if others are there to help.
9. A tally is done of what is needed; the next week is spent shopping. I take the items to the Dom each day, where they are stored in a locked room until the big day.
10. The Gift shop is set up on Friday before the Gift Shop, volunteers are needed to help with this task.
11. I always go in the afternoon, to do a recount of gifts to make sure I didn't miss any and if any more items are needed, and I also at this time check for wrapping paper, box tape, regular tape, coffee, tea, hot chocolate etc.
12. Make sure they have a Christmas tree up and someone to play Santa, the Dom has the suit.
13. On Friday, I also take the coffee pots over and get them set up with water and coffee, so all I have to do is plug it in on Saturday morning. Unit one makes cookies for this event, and other snacks. But everyone is invited to bring stuff for the snack table. If I don't have enough then I go buy what is needed.
14. There are at least 4 -- 5 areas set up for gift wrapping stations, an area set up with Christmas cards, and an area set up for preparing the gifts for mailing and a snack table.
15. The veteran will be allowed to pick up 1 gift per person listed on the form.

16. All gifts must be mailed; no Veteran is allowed to leave with his or her gifts.
17. The past few years I have been buying fruit, I do this on Friday also, but the Veterans have asked that it be different than what they get everyday at their meals, to include nuts, dried fruit, exotic fruits like kiwi, grapes. Things that will not expire quickly, also. There are diabetics at times so considering those when buying items.
18. Unit 28 always brings candy and the veterans love that also. I hope in the future they continue to do so.
19. Remember that you need to ask people to collect boxes and newspapers for mailing the gifts.
20. Have a sign in sheet for volunteers and name tags
21. We will have Volunteers designated as gift wrappers, shoppers and mailing wrappers, and someone to watch over the snack table.
22. After it is over things are packed up and stored in a locked room at Post 1, I have the only key to the room.
23. When shopping each year I do not take count of the items left over from last year, as you always have some come up to shop that did not sign up in advance and ones that are new admits to the Dom. So these are extra items to use for the extra signups.

Christmas Stockings for the Dom., items are requested from the Units to donate for these. Such as deodorant, shampoo, conditioner, Chap Stick, soap, toothbrushes, tooth paste, socks, AA batteries, etc. These items are needed before the day of the gift shop as there isn't enough time to fill these the day of. It is suggested that these items that the Units are donating are brought to the Fall Meeting.
24. The Dept President, Dept Commander, Detachment Commander and the Director of the VA all help cut the ribbon to begin the Shopping.
25. The Veterans line up and are greeted by the Gift Shop Chairman, who then assigns them to a Shopper. The Shopper takes their list and then around and helps them pick out the perfect gifts for their family member.
26. When the Veterans are lined up, a volunteer will be passing out the stockings to them. I usually use one of the younger ones for this. As we get all age groups, keep in mind age appropriate for some jobs.
27. After they are done shopping and their gifts are ready for mailing the Veteran should be escorted to the snack table and the volunteer there should greet them and encourage them to enjoy anything that is there.
28. A Veteran at the Dom isn't allowed to have food in his or her room but they do have a resident's kitchen that they put everything in that we leave at the end of the day.
29. Pictures are taken with Santa, with Veterans and volunteers; this is something the Veterans love.
30. I always ask one of the mailing companies to donate their time to come pick up the boxes and take them to the post office. They in turn send me an invoice of how much the postage is for and I tell Linda and forward it on to her. She sends me back a check and I forward it to them.
31. Keep all receipts for this event and turn them in to Linda, if it is easier to do it daily that do that. I scan in the receipts and send them to her by email. I also have the originals to send her. It is important to keep the

money separated from you money. I have a prepaid card I use just for this function. That way I am not carrying cash or checks and if I loose one I am able to get it replaced. I do check all receipts daily to make sure I have them all.

Revised
10/13/14

**AMERICAN LEGION AUXILIARY
CHRISTMAS GIFT SHOP
DECEMBER 2013**

Immediate family members only (parents, siblings, spouse, children)

Please fill one section PER PERSON completely (even if it's the same address)!

Deadline to turn in:

Veteran's Name (Please Print): _____

Veteran's Phone # _____

Mail my gift to:

Name: _____

Address: _____

City: _____

State: _____ **Zip Code:** _____

Relationship: _____

Check one box that applies

Adult	<input type="checkbox"/>
13 - 16 year old	<input type="checkbox"/>
8 - 12 year old	<input type="checkbox"/>
4 - 7 year old	<input type="checkbox"/>
2 - 4 year old	<input type="checkbox"/>
Infant	<input type="checkbox"/>

Gender: ___ Male ___ Female

Mail my gift to:

Name: _____

Address: _____

City: _____

State: _____ **Zip Code:** _____

Relationship: _____

Check one box that applies

Adult	<input type="checkbox"/>
13 - 16 year old	<input type="checkbox"/>
8 - 12 year old	<input type="checkbox"/>
4 - 7 year old	<input type="checkbox"/>
2 - 4 year old	<input type="checkbox"/>
Infant	<input type="checkbox"/>

Gender: ___ Male ___ Female